

CENTRAL COUNT TRAINING MATERIALS

Counter Instructions

Voting by Absentee

Voter requests, completes and returns an absentee ballot application.

Election Board
verifies the voter
is eligible and
gives them a
ballot (mail-in,
traveling board,
or early inperson)

Voter votes the ballot and returns it to the Election Board in a ballot security envelope.

The ballot is securely stored until Election Day when it is counted during the Central Count process.

Four Key Rolls

- •POLL WORKERS process precinct lists of absentee (ABS) voters in the poll book at the polling location.
- •COURIERS deliver additional precinct lists and bring lists back to the central count site.
- •COUNTERS review precinct lists for notes and then verify their own counter lists with applications in order to ready ballots for counting.
- •TABULATION TEAMS finalize the paperwork and observe ballot counting on the voting machines.

The Central Count Process

Names of voters who REQUESTED an absentee ballot are printed on a precinct list for **poll workers** to process in the poll book on Election Day.



Bipartisan courier
teams deliver
additional precinct
lists to the polls and
return with all the lists
to the central site.



Election Board staff organize absentee materials, including precincts lists, applications and ballots for the counters to process.

Bipartisan **tabulation teams** feed the ballots
into the voting
equipment and finalize
the paperwork before
voted ballots are
securely stored.



Bipartisan counter teams review the precinct lists for notes, review additional lists called counter lists for voters who RETURNED ballots, examine ballot applications and ballots, ready paperwork and finally prep ballots for counting.





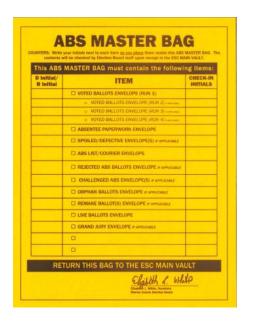
Raise Your Hand!

- •When you need new ballots to process.
- •When you have processed ballots ready for pick up.
- •If you have **ANY** questions or concerns about an application or ballot.



Step #1:

Raise your hand to receive materials



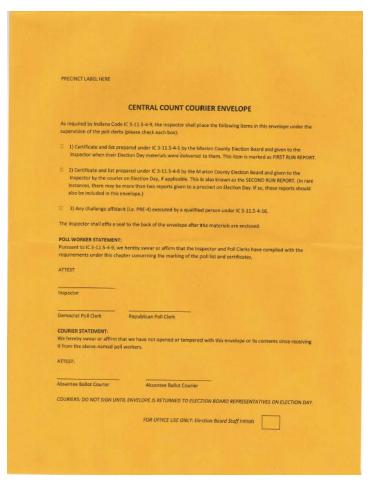
You will be given the (orange) **ABS MASTER BAG** which contains all the materials you will use to prepare the ballots for voting. When finished, materials will be returned in this bag.

ABS Master Bag Contents:

- •Central Count Courier Envelope with Precinct Lists (manila envelope with lists on color paper)
- •Counter List (white paper)
- •Ballots (in individual security envelopes)
- •Precinct ABS List/Counter ABS List (white with black print)
- •ABS Paperwork Envelope (white with brown print)
- •Live Ballots Envelope (green label)

Step #2:

Remove color **Precinct List(s)** from the manila **Courier Envelope**

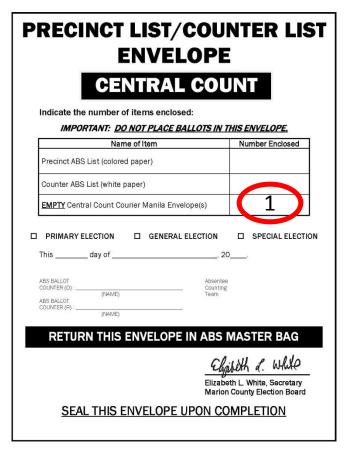


Precinct Lists (on color paper)

Courier Envelope

Step #3:

Fold the manila Courier Envelope in half and place inside the **Precinct List/Counter List Envelope**



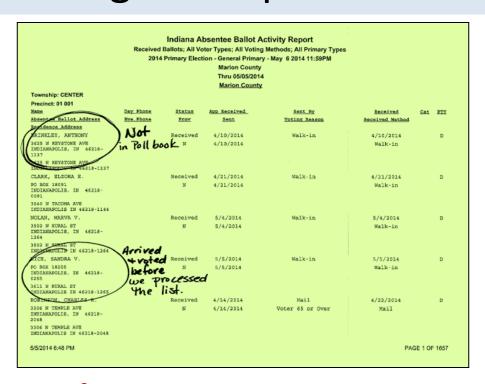


Write the number of **EMPTY COURIER ENVELOPES** placed inside this envelope.

Raise your hand if you have any questions!

Step #4:

Review the color **Precinct List(s)** for handwritten notes indicating if the voter was challenged, missing in the poll book or "beat their ballot"



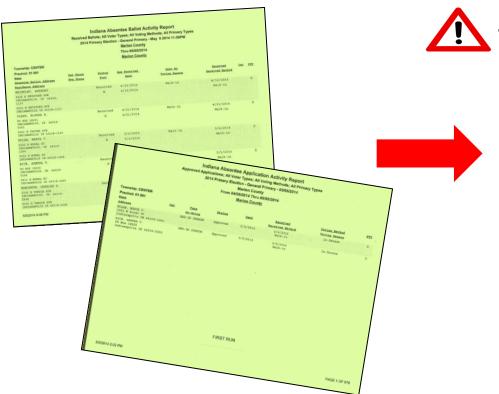
Raise your hand if you find notes like these or have any questions!



There's no need to spend a lot of time on the Precinct List UNLESS there are handwritten notes on it.

Step #5:

If you <u>DO NOT</u> find any notes, place the <u>Precinct</u> List in the <u>Precinct ABS List/Counter ABS List</u> Envelope

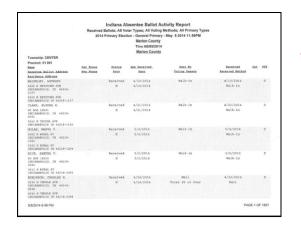


REMEMBER to record the number of precinct lists you've put inside!

Indicate the number of items enclosed: IMPORTANT: DO NOT PLACE BALLOTS IN THIS ENVELOPE.	
Name of Item	Number Enclosed
Precinct ABS List (colored paper)	1
Counter ABS List (white paper)	
PRIMARY ELECTION GENERAL ELE	
ABS BALLOT	Absentee Counting
COUNTER (D) (NAME) ABS BALLOT (NAME) (NAME)	Team
(NAME) ABS BALLOT COUNTER (R)	

Step #6:

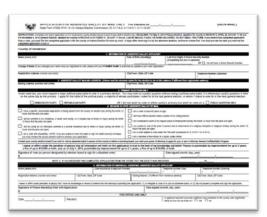
Move on to the white Counter List, Absentee Applications, & Ballot Security Envelopes



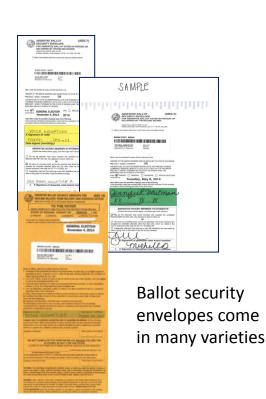
Counter List (on white paper)



The **Counter List** (white sheet) is **THE** sheet you will work from to verify ballots.



Sample ABS Application



Why so Many Lists?

PRECINCT LISTS include the names of all voters who **REQUESTED** an absentee ballot.

The **COUNTER LIST** includes voters who **RETURNED** their absentee ballot.

PRECINCT & COUNTER LISTS MAY NOT MATCH!

Not everyone who requests a ballot turns it back in to the Election Board, but we're required by law to keep track of all applications and ballots.

Step #7:

Match the names on the applications to the Counter List

Check the names off the list as you go

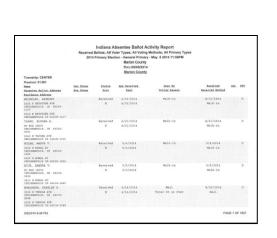


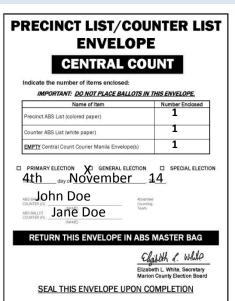
What if you find a ballot that has been mis-sorted and is in the wrong precinct materials?

If you find an **orphan ballot** or ballot envelope, **RAISE YOUR HAND** for help.

Step #8:

Place Counter List in the Precinct List/Counter List Envelope (Fill out the envelope!)
Seal with a initialed bipartisan seal Place in the ABS Master Bag







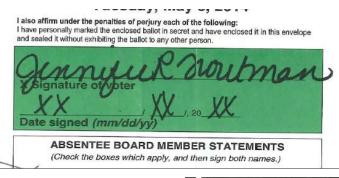




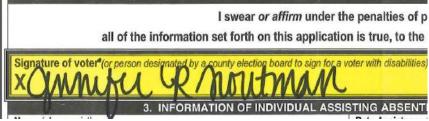
Fill out the Precinct List/Counter ABS Envelope by noting the number of empty courier envelopes and lists. Also note the election, date and counter names. Initial and seal with a bipartisan seal.

Step #9:

Compare the application to the ballot security envelope to make sure the **signatures match**



What if you think there is something "wrong" with the ballot or the signature? (Next page.)



Grounds for Rejecting a Ballot

See a problem with the ballot, ballot application, signature, etc?



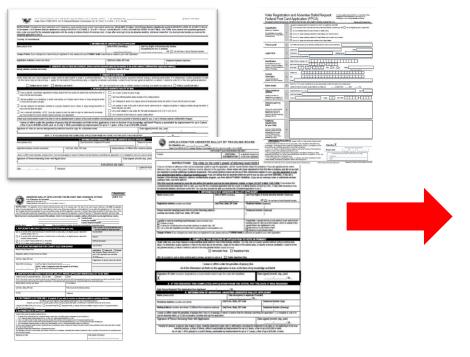
RAISE YOUR HAND to speak with an Election Board staff member to determine if the ballot should be rejected.

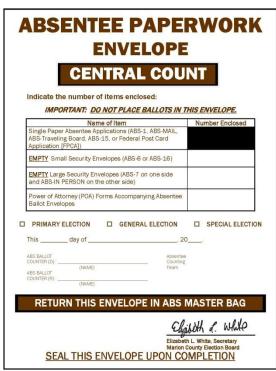
*Starred items are notes you might see on the color PRECINCT LIST.

- No clerk initials on the ballot
- No voter signature
- Signatures don't match
- Ballot envelope has more than one ballot
- Application is missing
- Voted in wrong precinct*
- Not registered to vote*

Step #10:

After reviewing signatures, place single-sheet applications inside the ABS Paperwork Envelope



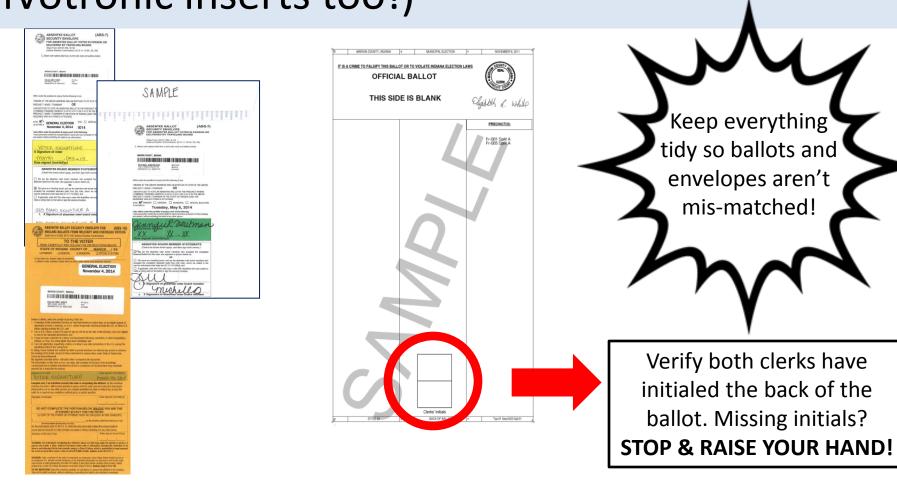


You **DO NOT** need to count the applications.

- •Single sheet applications could be labeled ABS IN-PERSON, ABS-1, ABS-MAIL, ABS-Traveling Board, ABS-15, or Federal Postcard Application.
- •Some ballot security envelopes have the application on their backside.

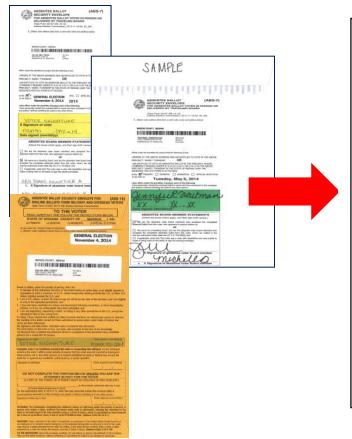
Step #11:

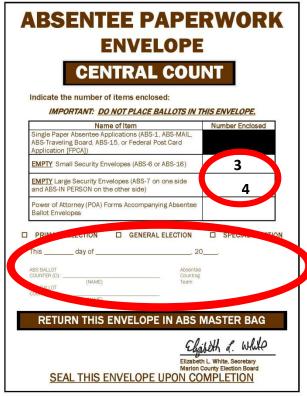
Open **Ballot Security Envelopes** to verify clerks have initialed the ballot. (Don't forget to look for iVotronic inserts too!)



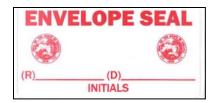
Step #12:

Place **Ballot Security Envelopes** in the **ABS Paperwork Envelope** – fill out the envelope! Seal with an initialed **Bipartisan Seal**

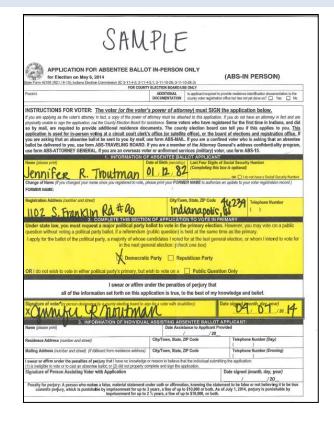




Record the number of EMPTY ballot security envelopes and then date, sign and seal.



Double-Sided Application and Ballot Security Envelopes





Front (application side)

Back (security envelope)

Absentee in-person and some traveling board ballot security envelopes have the application designed on the back eliminating the need for a single sheet application. The example above is an ABS IN-PERSON ballot application/security envelope.

Step #13:

Fold back any creases & kinks to smooth out the ballots

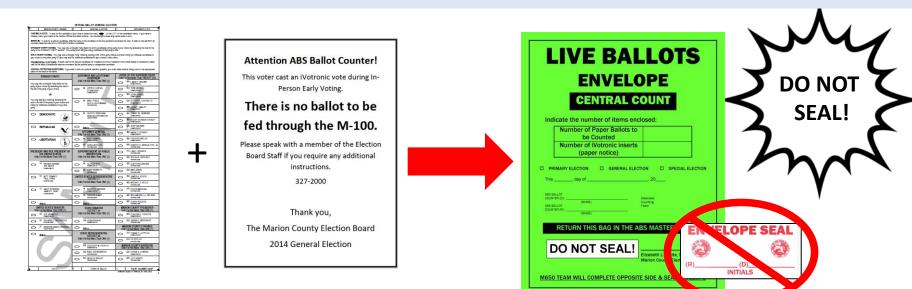
iVotronic Receipt



Step #14:

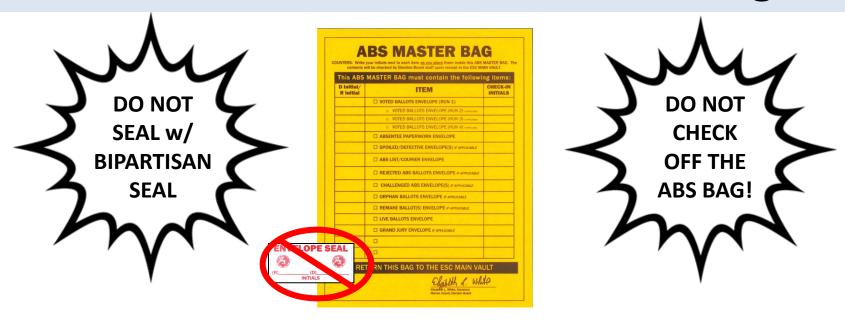
Ballot

Place ballots & iVotronic inserts, if any, in the Live Ballots Envelope



Step #15:

Place all materials in the ABS Master Bag



Step #16:

Raise your hand to have the **ABS Master Bag** picked up and to receive a new batch of ballots



Materials



•ABS Master Bag (orange label). THE bag where all materials are stored.



•Courier Envelope (manila). Contains precinct lists.



•Precinct Lists (color). Lists of all absentee voters who requested a ballot. (Look for notes.)



•Counter List (white).
Lists of voters who returned ballots to the Election Board (THE list you work from.)



•Precinct ABS List/Counter ABS List Envelope (black print). Where you place precinct and counter lists *after* review.



•ABS Paperwork Envelope (brown print).
Where you place all applications and

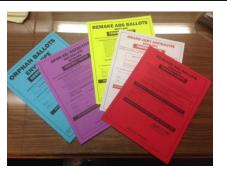
ballot security envelopes.



•Live Ballot Envelope (green label). Where you place live ballots and iVotronic inserts ready to be counted.

Extra Envelopes

DO NOT USE THESE ENVELOPES UNLESS YOU'VE RAISED YOUR HAND AND TALKED TO AN ELECTION BOARD STAFF PERSON!





THANK YOU!!



